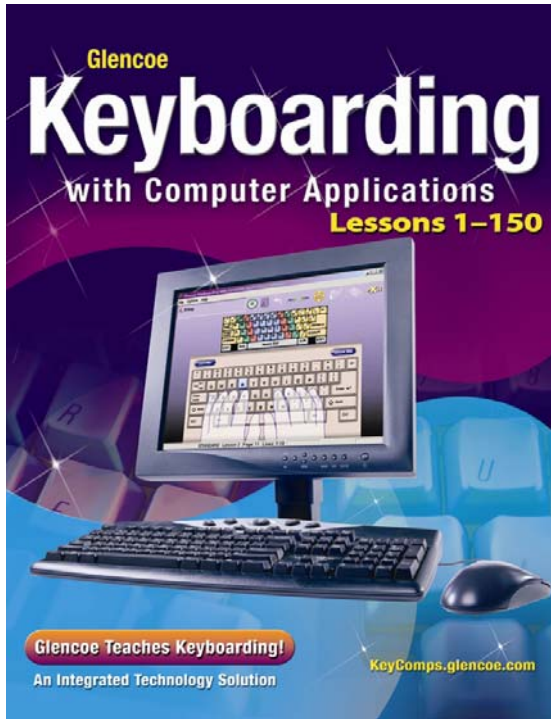




Business Technology
Applications



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CORRELATION TO ALABAMA
COURSE OF STUDY

STANDARDS	PAGE REFERENCES
Computer Hardware and Software	
<p>1. Utilize advanced technology utilities, including compressing files, converting files, importing files, exporting files, and transferring data among applications.</p> <ul style="list-style-type: none"> • Describing networked computer functions <p>Examples: security, file sharing, collaboration, centralized database</p> <ul style="list-style-type: none"> • Demonstrating electronic file management skills • Comparing hardware and software functions 	<p>Student Edition: 145-146, 309-310, 450 <i>Language Arts Connection</i> 150 <i>Communication Focus</i> 280 <i>Word Processing Applications</i> 310</p> <p>Teacher Annotated Edition: 21st CDC 519; TL 128, 129, 130, 131, 133, 541</p>
<p>2. Analyze computer hardware to determine software compatibility.</p> <ul style="list-style-type: none"> • Comparing functions of various operating systems 	<p>This standard falls outside the scope of this text.</p>

STANDARDS	PAGE REFERENCES
<p>3. Diagnose problems related to technology systems, including advanced network systems, hardware, and software.</p> <ul style="list-style-type: none"> • Demonstrating basic computer and printer preventive maintenance • Determining strategies to correct malfunctioning network systems, hardware, and software 	<p>Student Edition: <i>Communication Focus</i> 502</p> <p>Teacher Annotated Edition: 21st CDC 298, 426, 491; TL 23, 190, 222, 282, 394, 463</p>
Data Input Skills	
<p>4. Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, creating macros, developing forms, and mail merging.</p>	<p>Student Edition: <i>Formatting</i> 309-310 <i>Word Processing Applications</i> 310, 313, 317 <i>Communication Focus</i> 328 <i>Portfolio Activity</i> 397, 413 <i>Fact File</i> 399 <i>Internet Connection</i> 401 <i>Math Connection</i> 468, 478 <i>Science Connection</i> 469 <i>Social Studies Connection</i> 510</p> <p>Teacher Annotated Edition: 21st CDC 469; IM 396; PA 397; TL 313; TT 400</p>

STANDARDS	PAGE REFERENCES
Word Processing Applications	
<p>5. Utilize word processing software to demonstrate professional writing skills by producing and editing business correspondence documents using various data input techniques.</p> <p>Examples: keyboarding, voice recognition, handwriting recognition, scanning</p> <ul style="list-style-type: none"> Utilizing e-mail messages in accordance with established business standards by recognizing appropriate electronic communication behavior Demonstrating various manuscript formatting styles in business and correspondence documents <p>Examples: header and footer, endnotes and footnotes, internal citations, title page, table of contents, works cited</p> <ul style="list-style-type: none"> Utilizing wizards and templates in business and correspondence documents 	<p>Student Edition:</p> <p>152-153, 160-161, 178-179, 182-183, 198-199, 219-221, 232-233, 262-264, 270-272, 274-275, 278-280</p> <p><i>Portfolio Activity</i> 176, 194, 203, 207</p> <p><i>Language Arts Connection</i> 201, 228</p> <p><i>Internet Connection</i> 259</p> <p><i>Communication Focus</i> 280, 328, 457, 536</p> <p>Teacher Annotated Edition:</p> <p>21st CDC 300; ILA 506; TL 278; TT 172, 202</p>
Spreadsheet Applications	
<p>6. Utilize spreadsheet features, including formulas, functions, sorting, and filtering data, templates, charts, and graphs in creating, editing, and printing workbooks.</p>	<p>Student Edition:</p> <p>443-444, 465-466, 470-471, 474-475, 493-495, 498-501, 503-505</p> <p><i>Math Connection</i> 450, 459, 468, 478</p> <p><i>Science Connection</i> 469</p> <p><i>Portfolio Activity</i> 483, 501</p> <p><i>Internet Connection</i> 513</p> <p>Teacher Annotated Edition:</p> <p>IM 438, 455; TL 483, 500</p>
Database Applications	
<p>7. Utilize advanced features of database software, including sorting, filtering, querying and merging data, and creating reports.</p> <ul style="list-style-type: none"> Organizing database content using formatting, editing, and records tools 	<p>Student Edition:</p> <p>537-538, 541-543, 546, 548-549</p> <p><i>Math Connection</i> 526</p> <p><i>Portfolio Activity</i> 533, 554</p> <p><i>Language Arts Connection</i> 543</p> <p>Teacher Annotated Edition:</p> <p>21st CDC 533; IM 549; TL 531</p>

STANDARDS	PAGE REFERENCES
Presentation Applications	
<p>8. Utilize advanced features of multimedia software, including photo, video, and audio editing, to create and present multimedia presentations using effective communication skills.</p>	<p>Teacher Annotated Edition: 21st CDC 64</p>
<p>9. Utilize digital tools to deliver commerce and information technology curriculum-related content to an audience.</p> <ul style="list-style-type: none"> • Determining effective digital tools for publishing projects <p>Examples: Web page authoring software, coding, wikis, blogs, pod casts</p>	<p>Teacher Annotated Edition: 21st CDC 64; ILA 328; TL 367</p>
Internet Applications	
<p>10. Critique the Internet and digital information for validity, accuracy, bias, and current relevance.</p>	<p>Student Edition: <i>Internet Connection</i> 32, 244, 513, 521 <i>Math Connection</i> 303 <i>Communication Focus</i> 306</p> <p>Teacher Annotated Edition: 21st CDC 40, 391, 419; CB 137; ILA 328; IM 302, 335; TL 140, 334, 538</p>
<p>11. Create a product that integrates information from multiple software applications.</p>	<p>Student Edition: 309-310, 313</p> <p>Teacher Annotated Edition: TL 313</p>
Career Opportunities	
<p>12. Utilize research results to determine career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements in commerce and information technology.</p> <ul style="list-style-type: none"> • Determining factors to be considered in developing an effective career plan and procedures for obtaining employment • Using terminology commonly associated with commerce and information technology 	<p>Student Edition: <i>Career Byte</i> 1, 67, 137, 217, 367, 515 <i>Internet Connection</i> 204, 210, 264 <i>Language Arts Connection</i> 419 <i>Portfolio Activity</i> 533</p> <p>Teacher Annotated Edition: 21st CDC 109, 208, 419, 551; CB 1, 67, 137, 217, 367, 515; TL 369, 527</p>

STANDARDS	PAGE REFERENCES
<p>13. Practice safe, ethical, and legal use of technology systems and digital content.</p> <ul style="list-style-type: none"> Explaining consequences of unsafe, illegal, and unethical use of technology systems and digital content Interpreting copyright laws and policies with regard to ownership and use of digital content Citing sources of digital content using a style manual <p>Examples: Modern Language Association (MLA), American Psychological Association (APA)</p>	<p>Student Edition: 193 <i>Ethics Connection</i> 142, 319, 395, 534 <i>Internet Connection</i> 259</p> <p>Teacher Annotated Edition: 21st CDC 117, 158, 220, 245, 279; ILA 262; TL 219</p>
Ethics	
<p>14. Analyze cultural, social, economic, environmental, and political effects and trends of technology to assess emerging technologies and forecast innovations.</p> <ul style="list-style-type: none"> Recognizing the influence of digital media on audiences Identifying factors that affect access to technology <p>Examples: socioeconomic level, political climate, geographic location</p> <ul style="list-style-type: none"> Assessing the impact of networked technology systems on society Comparing capabilities of various technologies to address personal, social, and lifelong learning and career needs 	<p>Student Edition: <i>Internet Connection</i> 29, 32, 204, 220, 264</p> <p>Teacher Annotated Edition: 21st CDC 101, 197, 208, 398, 484, 519; CB 435, 515; PA 543; TL 41, 161, 205, 211, 226, 248, 261, 271, 369, 458</p>
Workplace Skills	
<p>15. Apply safe and healthy work standards in the workplace for procedures and conditions; tools, dress, and the use of technology; emergency procedures; and work area maintenance.</p>	<p>Student Edition: 193 <i>Ethics Connection</i> 142, 208, 248, 319, 395, 534 <i>Internet Connection</i> 244, 259</p> <p>Teacher Annotated Edition: 21st CDC 117, 164, 182, 220, 245, 265, 279; ILA 262; TL 219</p>

STANDARDS	PAGE REFERENCES
<p>16. Analyze the organizational structure of a business to determine roles and responsibilities of employees and functions of departments or units.</p>	<p>Student Edition: <i>Communication Focus</i> 255</p> <p>Teacher Annotated Edition: 21st CDC 182</p>
<p>17. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p>	<p>Student Edition: <i>Communication Focus</i> 101, 502 <i>Ethics Connection</i> 142</p> <p>Teacher Annotated Edition: 21st CDC 192, 319, 326, 441, 529; CB 435; ILA 314; OLC 183</p>
<p>18. Demonstrate collaborative skills using curriculum-related content in digital environments.</p> <p>Examples: completing assignments online, interacting with experts and peers in a structured online learning environment</p> <ul style="list-style-type: none"> Using collaborative digital tools to compare multicultural perspectives on global issues 	<p>Teacher Annotated Edition: TT 521</p>
<p>19. Create simulations using digital tools.</p> <ul style="list-style-type: none"> Demonstrating programming logic used to create a product <p>Examples: products—digital game, interactive learning tool</p>	<p>This standard falls outside the scope of this text.</p>
<p>20. Critique various ways to become financially literate, including identifying credit card use and misuse; explaining ways to avoid identity theft; identifying reasons for budgeting, saving, and investing; comparing rates of interest as they relate to various time frames in the repayment of loans; and determining how debt influences future employment and purchases.</p>	<p>Student Edition: <i>Math Connection</i> 267, 447, 450, 468 <i>Internet Connection</i> 466</p> <p>Teacher Annotated Edition: 21st CDC 484; IM 116, 266, 446, 450, 452, 455, 466; TT 443, 504</p>
<p>21. Explain data encryption procedures.</p> <p>Examples: encrypt file, send file, decrypt file</p>	<p>This standard falls outside the scope of this text.</p>
<p>22. Utilize interactive models and digital sources to address real-world problems.</p> <p>Example: using graphic organizing tools</p> <ul style="list-style-type: none"> Disaggregating data electronically to formulate and defend conclusions 	<p>Teacher Annotated Edition: TL 161</p>

STANDARDS	PAGE REFERENCES
Leadership	
<p>23. Demonstrate knowledge and skills gained through student organization activities to enhance leadership and teamwork.</p>	<p>Student Edition: <i>Communication Focus</i> 101, 502 <i>Ethics Connection</i> 142</p> <p>Teacher Annotated Edition: 21st CDC 192, 319, 326, 441, 529; CB 435; ILA 314; OLC 183</p>
Financial Literacy	
<p>24. Critique various ways to become financially literate, including identifying credit card use and misuse; explaining ways to avoid identity theft; identifying reasons for budgeting, saving, and investing; comparing rates of interest as they relate to various time frames in the repayment of loans; and determining how debt influences future employment and purchases.</p>	<p>Student Edition: <i>Math Connection</i> 267, 447, 450, 468 <i>Internet Connection</i> 466</p> <p>Teacher Annotated Edition: 21st CDC 484; IM 116, 266, 446, 450, 452, 455, 466; TT 443, 504</p>